



WELLNESS

PROGRAM DESCRIPTION

May 1, 2017 through April 30, 2018

WELLNESS PROGRAM DESCRIPTION

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WELLFLEX

THE CITY OF CONCORD WELLNESS PROGRAM

Vision and Mission Statement

VISION

The vision of the Wellness Program is to have employee mental and physical health quality the best it can be in order for those employees to effectively meet their personal and work responsibilities, goals, and challenges, both now and into their retirement.

MISSION

The mission of the Wellness Program is to provide City employees with the means to successfully achieve the Wellness Program Vision.

GOALS

Reduce future cost increases of health insurance for employees, their families and the City.

Create wiser health care consumers.

Reduce absenteeism.

Develop other measures of program and individual performance, effectiveness, and success.

Make wellness and healthy habits a lifelong pursuit and a daily routine.

Enhance employee morale and pride in the program's individual and group successes.

Have FUN!

CITY OF CONCORD WELLNESS PROGRAM

May 1, 2017 – April 30, 2018

I. INTRODUCTION

The City of Concord continuously strives to offer comprehensive, responsive, and flexible health benefit plans and programs. In partnership with our health insurance carriers, the City of Concord is pleased to offer employees a unique wellness opportunity to improve their overall health and create a healthier lifestyle with a wellness program.

The City provides dollars (“wellpoints”), which can be used to offset the employee share of health insurance premiums. Wellpoints are earned for your participation in:

- Beneflex or Wellness education sessions
- Health Care Consumerism Workshop or Wellfit Challenge (every other year)
- Health Risk Assessment or Questionnaire (every other year)
- Your choice of health education programs
- Your choice of physical exercise activities
- On-site health screenings

Research has clearly shown that promoting health and fitness at the workplace and at home helps employees reduce the rate of premium increases and related health insurance costs, improve overall participant health, reduce stress levels, and become wiser health care consumers. The potential value of wellness programs to employers is just as impressive, with results such as reduced absenteeism, lower healthcare costs, improved employee morale, reduced employee turnover, better customer service, and enhanced employee recruitment. It is a win-win situation for everyone and it is fun!

II. ELIGIBILITY

All full-time employees and City-insured spouses are eligible to participate in the Wellness Program. Retirees, permanent part-time, part-time employees, and other covered dependents are currently not eligible for wellpoint allocations.

Participation in Wellness is strictly voluntary. Employees may enroll in Wellness during Beneflex open enrollment or any time during the year, provided sufficient time exists to complete the necessary components of the program. New hires may join at any time during the year. Subsequent program plan years *may* follow a different monetary incentive amount as well as different enrollment criteria.

III. THE WELLNESS PROGRAM OVERVIEW

Wellpoints are earned for the successful completion of wellness activities designed to improve your overall health. If an employee does not need the additional wellpoints to purchase health insurance, they may be used for other aspects of the Beneflex program. Wellpoints earned the previous Beneflex year will be awarded during the City’s open enrollment period, typically held during the month of May.

Wellness activities include a wide range of health education programs and exercise activities offered either on-site, through our partnership with the City's health insurance carriers and Concord Hospital's Center for Health Promotion, or are available through other approved health education providers statewide.

All program activity must occur within the Wellness Program Year (5/1/17 – 4/30/18). In other words, **wellness participants cannot roll over exercise activity or education credit into the upcoming year.**

Wellness Program – May 1, 2017 – April 30, 2018

Receive 250 wellpoints (\$\$) for employees and City-insured spouses for completing all components.

Employees and eligible spouses may receive partial credit for participating in various Wellness Program activities.

Here's what you need to do!

1. Attend a Beneflex education session in May 2017.* (New employees will receive credit as part of orientation during the year).
2. Complete a Wellness Program Registration Form.**
(This allows the health insurance carrier to report participation data. Please be assured that no personal health information will be released.)
3. Participate in at least one on-site health screening - total of \$30/wellpoints.
(No personal results will be shared. The City receives group summary data only.)
4. Complete the Online Health Risk Assessment - \$75/wellpoints.
5. Complete 4 units of combined health education programs and exercise activities. One unit must be a health education program and one must include exercise activity – the last two units are your choice of either health education programs or exercise activities - **\$30 for each unit.** One unit of exercise comprises of physical activity occurring during a consecutive 3-month period with a minimum of 10 occurrences per month at 20 minutes each occurrence.***

Wellpoints earned during Wellness Year 5/1/17 – 4/30/18 will be awarded in May 2018 at Beneflex enrollment sessions. Proof of Wellness Program completion will be required by early May when final points calculations will be posted to employee's Beneflex confirmation statements.

*Either the covered employee or covered spouse needs to attend the education session to satisfy this component. Attendance at a Beneflex Education Session is required every other year.

Wellness participants must sign a new registration form **every year.

***If it is unreasonably difficult due to a medical condition or medically inadvisable for you to attempt to complete the exercise activity unit, contact the Human Resources Department and we will work with you to develop a reasonable alternative standard for this unit.

IV. PROGRAM DEVELOPMENT AND MANAGEMENT

The Wellness Program was developed by the City's joint labor-management Health Benefits Review Team (HBRT). Under the continuing direction of the HBRT and City Administration, the City's Wellness Team will coordinate ongoing wellness program activities. Staff of the Human Resources department will execute daily administrative and enrollment activities. Questions or concerns about the Wellness Program should be directed to the City of Concord Wellness Team through the Human Resources Department.

The Wellness Program was approved by vote of the Concord City Council on April 6, 2001, resolution number 7173. Wellness is annually funded through various City operating budgets. Continuing program funding and related benefits are subject to the annual appropriation of funds in the City's operating budget by vote of the City Council.

V. THE WELLNESS TEAM

The Wellness Team will represent employees from all major work locations, labor grades, and classes. Union and management, uniformed and civilian, trades, and professional workers, with an interest in improving their health and that of their co-workers are encouraged to consider participation. Team membership is voluntary and will be based upon an expression of interest and the need to represent a key aspect of the employee population.

The Wellness Team members will also serve as Site Advocates. Additional Site Advocates may be necessary to support the Wellness Team. These site advocates help to ensure enthusiasm and participation at sponsored events, and assist with Wellness Team members' activities, such as advertising and promoting programs.

If you are interested in serving as a member of the Wellness Team or as a Site Advocate, please make your expression of interest known **in writing** to the joint labor-management Health Benefits Review Team via the Human Resources Department. Be sure to obtain the prior approval and encouragement of your supervisor or department head. Members who participate on the Wellness Team will receive educational units towards the next year's Wellness Program. The Wellness Team meets monthly. If you attend six (6) of those meetings, you will receive two (2) units. If you attend three (3) meetings, you will be eligible to receive one (1) unit for your participation. The maximum amount of units you will receive credit for is two (2). Wellness Team activity will also involve preparation time for meetings, including some research and reporting.

VI. MEDICAL CLEARANCE

All Wellness Program enrollees are advised to seek the counsel of their physician in advance of participating in any physical activity. The City accepts no liability beyond that covered by the underlying health insurance provided through the Beneflex Program. Enrollment and participation in the Wellness Program will be evidence to the City that program participants have obtained the requisite medical clearance.

In the event the participant's physician must restrict participation in any required program activity, the Wellness Team reserves the right to alter the participant's program activity. Physician approved program exemptions or restrictions must state the length of time that a participant will be ineligible

for participation in physical activity and the extent of the limitation as it relates to the expressed requirements for Wellpoints. Please contact Human Resources at 225-8535 before seeing your physician for a program exemption.

VII. OTHER RULES

1. Partial Wellpoints Allowed. Participants may receive partial credit for completing various Wellness Program activities at prorated wellpoints. Partial credit includes the provision of receiving \$30 in wellpoints for participating in at least one on-site screening and wellpoints for completing four units of combined exercise activity and health education (\$30/unit). Participants, both employees and City-insured spouses, will be eligible to receive the full \$250 wellpoints for completing all the necessary components.
2. Procrastinator's Club. The City offers at least two (2) formal programs of exercise activity to assist you in meeting the requirements for earning wellpoints. The fall and spring programs each offer fun, convenient, and ample opportunities to participate. The City's health insurance carriers provide other means to achieving exercise activity requirements. Additionally, our spring program offering is usually offered sometime between February and April, but don't wait until the last minute to fulfill your exercise unit! You don't want to be a member of this club!
3. Opting Out. All full-time employees, including those who opt out of the Beneflex Program, and City-insured spouses are eligible to participate in the Wellness Program.
4. Educational Program Attendance. You must meet at least 75% of attendance requirements for any multiple session education programs. Repeat attendance at the same educational program may be subject to restrictions by the HBRT and/or Wellness Team.
5. Employees are not able to earn exercise credit during work hours, except for Fire personnel who are allowed to work out at the stations, subject to the approval of the supervisor.
6. Wellness participants must participate in a Health Risk Assessment every other year, opposite the years when there is a Healthcare Consumerism workshop or the Wellfit Challenge program required. There will be multiple opportunities for participants to complete any of these components throughout the year.
7. Participants may complete 3 months of exercise activity in a 4 consecutive month period if a serious illness occurs during the current Wellness Year. The participant would need to submit a written request to the Human Resources Department for consideration.
8. In order to receive the six (6) month fitness incentive reimbursement for exercising at an approved fitness facility, participants must be registered for the Wellness Program.
9. Health education classes will be reimbursed on a Fiscal Year rather than a Wellness year.
10. Weight management programs are no longer a stand alone program for health promotion reimbursement. In other words, participants in weight management programs may submit for reimbursement more than once up to the maximum of \$300 per person per Wellflex Year.

11. An employee's spouse must be enrolled in a City health insurance plan in order to receive wellpoints.
12. Members who serve on the Health Benefits Review Team (HBRT) will receive credit for attending a Beneflex Education Session in May.

VIII. CONFIDENTIALITY AND PRIVACY INTENTIONS AND GUIDELINES

It is the intention of the City, the health insurance carriers, and the members of the joint labor-management HBRT to take all appropriate steps to protect and assure the privacy of participants' personal and medical information. This includes but is not limited to: individual responses to surveys, questionnaires, health risk appraisals, on-site health screening results, and specific education or exercise program attendance.

In order to administer the Wellness Program, the City needs to obtain participation data from the health insurance carriers. This information includes the number and duration of health screenings, education courses, and exercise activities for each participant. The City will receive this information in summary form without releasing individual participant names. The Wellness Team will also need to receive, analyze, and report on the results of surveys and questionnaires, health risk appraisals, on-site health screenings, and other program related information. Steps will be taken to assure that all approved program providers adhere to similar guidelines. Many providers, such as hospitals providing screenings, require releases to be signed prior to participating. Wellness participants should expect to sign these limited releases as a condition of program participation.

The City requires each Wellness participant to complete a registration form. This form allows the health insurance carriers to report attendance and participation in their sponsored programs. This form must be signed in order to participate in the elements of the Wellness Program administered by the health insurance carriers. Each participant will be required to register for the Wellness Program on an annual basis.

All information stated in this document is subject to periodic change and/or revision, and may be subject to cancellation upon vote by the City Council. For further clarification and/or material review, please contact the City Human Resources Department at 225-8535.